

DEPARTMENT OF ADMINISTRATIVE SERVICES
ANTICIPATED JOB OPPORTUNITY
STAFF ATTORNEY 2
State Marshal Commission Office

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 165 Capitol Avenue, Hartford, CT 06106

Hours: 80 Hours Biweekly

Salary: AR 28 - Annual Minimum \$79,369 – Annual Maximum \$101,571
New hires to State service will start at the minimum.

Position #: 00074346-SA2

Closing Date: March 25, 2014

The ideal candidate will provide efficient and ethical leadership and knowledge on variety of areas pertaining to the general statutes, general civil procedure law and the Uniform Administrative Procedures Act to the State Marshal Commission and Department of Administrative Services State Marshal Commission office of the State of Connecticut. The successful candidate will be accountable for independently performing a full range of tasks: administering the monthly State Marshal Commission meeting agenda, researching all issues relating to state marshals, administering the State Marshal Commission regulatory system consistent with the Uniform Administrative Procedures Act, drafting legal policy and required manual for state marshals.

Knowledge: The ideal candidate must possess the ability to interpret and apply state and federal laws, statutes and regulations to legal practices and procedures in Connecticut. Possess the ability to analyze legal problems and apply legal principals and precedents to facts of a case or for policy or regulatory use.

Eligibility Requirement: Candidate must have a license to practice law in the State of Connecticut and two (2) years of experience in the practice of law. This is a non-examined competitive classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

Preferred Experience: Minimum two (2) years of general and/or government practice, preferably in the areas of professional or regulatory boards or procedures involving civil law. The ideal candidate will possess written and oral communication skills and the ability to work cooperatively.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions:

Interested and qualified candidates who meet the above requirements must submit a cover letter, resume, and a CT-HR-12-Application for Employment, and names & phone numbers of three (3) professional references to:

Department of Administrative Services
165 Capitol Avenue, 5th Floor East
Hartford, CT 06106
Attn: Susan Turko
OR
Fax #: (860) 622-2835
OR
Email: susan.turko@ct.gov

**JOB POSTING NO. 00074346-SA2 MUST BE LISTED ON YOUR APPLICATION.
INCOMPLETE APPLICATION PACKAGES AND THOSE RECEIVED AFTER 3/25/14 WILL NOT BE CONSIDERED.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.